

ACTUAL COST	The actual price paid for costs of goods and services pursuant to the terms of the MCH Agreement.
AFLP PROVIDER	An organization/agency that is contracting with MCH to provide comprehensive case management services to pregnant and parenting adolescents as prescribed by the MCH agreement, Policies & Procedures and the AFLP standards.
ASPPP PROVIDER	An organization/agency that is contracting with MCH to provide case management services to the highest risk siblings of AFLP or Cal-Learn Clients as prescribed by the MCH agreement, Policies & Procedures and the ASPPP standards.
AGENCY	A non-profit entity which is either governmental (e.g., city or county health department, local school district) or non-governmental (e.g., community-based organization, hospital, etc.) entity entering into an agreement with the MCH Branch to provide <a href="#">AFLP or AFLP/ASPPP services</a> .
AGREEMENT	Non-Allocation Agencies - A Standard Agreement form or an interagency Agreement
ALLOWABLE COST	Costs incurred which are necessary to carry out the approved MCH Agreement.
AMENDMENT	<p>A process to change the previously approved budget or terms of the Community Based Organization's <a href="#">Grant</a> Agreement which is caused by any of the following circumstances:</p> <ul style="list-style-type: none"> <li>• Budget line item transfers which exceed \$50,000 in the aggregate or an amount designated by the State,</li> <li>• The maximum amount payable is increased,</li> <li>• New programs or program components are added, or</li> <li>• Existing programs are deleted.</li> </ul> <p>The amendment must be approved by MCH prior to making any changes in the budget or terms of the Grant Agreement.</p>
BASE COST PER UNIT	The purchase price of an item, excluding tax, delivery, installation charges, etc.
BUDGET REVISION	A change in the previously approved Budget Document that requires MCH approval prior to any changes.
CAPITAL EXPENDITURES	Items with a base cost per unit of \$5,000 or more and a useful life expectancy of four or more years, including telecommunications, and Electronic Data Processing/Automated Data Processing software.

CASE MANAGEMENT	An interactive process that begins when a client signs a consent to participate in AFLP/ASPPP and includes the following components: (1) intake, (2) assessment and re-assessment, (3) planning, (4) intervention, (5) monitoring of service provision, (6) advocacy on behalf of clients, and (8) evaluation of service delivery. It is conducted within a supportive multi- and trans-disciplinary network. It is client centered, culturally/ <a href="#">linguistically</a> appropriate, and goal oriented.
CASE MANAGER	The individual responsible for, but not limited to: (1) assessing and reassessing client needs, (2) problem solving with the client including establishing client goals and plan of action to achieve them, (3) counseling, (4) monitoring the client's progress in meeting her/his goals and changing needs, (5) coordinating and evaluating services, and (6) serving as a client advocate.
CLIENT	An adolescent who meets all requirements to enroll in the AFLP <a href="#">or</a> ASPPP <a href="#">and</a> has been informed about services offered, as well as their responsibilities; has chosen to participate; and has a signed consent form acknowledging their agreement to participate in the program (including parent and legal guardian consent when required by law).
CLIENT-SLOTS	The allocated number of eligible clients that the AFLP or ASPPP provider agency agrees to serve each month.
CLIENT CONTACT	A face-to-face visit, group visit, or telephone contact with the client that provides one or more of the following services; counseling, monitoring, assessment, evaluation, and/or crisis intervention.
CLIENT RECORD	A confidential record of the client's intake information, assessments, Individual Service Plan, progress notes, case management activities, and other relevant information.
<a href="#">COLLABORATE</a>	<a href="#">Work together with agencies/service providers and the community in an effort to assure that necessary and appropriate services are available to Clients.</a>
COMPREHENSIVE BASELINE ASSESSMENT (CBA)	An interactive, face-to-face process with the client that <a href="#">provides a profile of the client and helps to determine</a> client <a href="#">strengths and</a> needs for services. The CBA is the basis of the Individual Service Plan (ISP).
CONFIDENTIAL INFORMATION	Information containing client identifiers, including but not limited to: <ul style="list-style-type: none"> <li>* Name</li> <li>* Telephone number</li> <li>* Medical identification number</li> <li>* address</li> <li>* social security number</li> <li>* drivers license number</li> </ul>

It includes any information that either identifies an adolescent or the adolescent's family, or by which the identity can be determined with reasonable accuracy and speed either directly or by reference to other publicly available information.

Confidential information cannot be revealed to anyone outside the clinical relationship or specific service delivery system that originally received the personal information unless the individual consents to further disclosure. Any situation that involves a legal exception (e.g. mandatory reporting) is not subject to the rule of confidentiality.

CONTACT  
PERSON

A person appointed by the Agency to interact with MCH Branch and Agency personnel regarding administration of the MCH Program.

CONTRACT  
MANAGER

MCH staff person assigned to an agency to provide fiscal and administrative (non-programmatic) technical assistance, contract preparation and fiscal monitoring.

COUNSELING

A component of case management that includes guidance, education, information and referral and support.

DUTY  
STATEMENT

A document that describes the program specific tasks and work responsibilities assigned to a given position. It also identifies the reporting relationships, special characteristics of the position and minimum educational and experience requirements.

ENHANCED  
FUNDING

Federal Title 19 reimbursement of eligible approved costs at the ratio of 75 percent federal dollars to 25 percent State or Agency dollars.

EXHIBIT

An attachment included in the formal Agreement between the MCH Branch and the local agency.

FAMILY

For the purposes of AFLP/ASPPP, the term is broadly and liberally defined to include the pregnant and/or parenting adolescent and her partner, the mother or father of the index child, the teen's sibling (s), parents of the teen parents, the index child and their siblings; as well as other persons providing care and support to the pregnant/parenting teen and siblings.

FEDERAL  
FINANCIAL  
PARTICIPATION

A funding mechanism used to generate additional revenue by matching Agency (non-federal funds) or State dollars with federal Title 19 dollars at an Enhanced and/or Non-enhanced rate for the proper and efficient administration of the Medi-Cal program.

FRINGE BENEFITS	Employer contributions for employer portion of payroll taxes (i.e., FICA, SUI, SDI, Training) Employee health plans (i.e., health, dental, and vision) Unemployment insurance, Workers compensation insurance, and, Employer's portion of pension/retirement plans provided they are granted in accordance with established written organization policies and meet all legal and Internal Revenue Service requirements.
FTE	Full-Time-Equivalent means a standard eight-hour workday; 40 hours per week; or 2,080 hours per year.
INDEX CHILD	For clients who enter the program pregnant/expecting, the first child born in the program. For clients who enter the program parenting, and not pregnant/expecting, the youngest child at the time of intake.
INDIRECT COSTS	Those costs which are within the Agency and cannot be clearly identified as expenses to direct program costs. The calculation is based on Total Wages (excluding benefits) from the Personnel Detail Worksheet.
INDIVIDUAL SERVICE PLAN (ISP)	The document that specifies client goals, actions and services needed to reach those goals, objectives, activities, progress, timelines for each step of the plan, and role of client and case manager in response to the unique needs of the client.
INFORMAL AGREEMENT	A non-written agreement between two programs or agencies.
INTAKE	The interactive process to enroll a client into the program as delineated in Standard V of the AFLP/ASPPP standards.
INTERAGENCY AGREEMENT	A written agreement between the AFLP/ASPPP agency and another agency specifying the roles and responsibility of each in interactions such as provision of client services, referrals, other activities that involve both agencies, and respective responsibilities for maintaining the agreement.
INTERVENTIONS	Those services and activities needed to assist the client to ameliorate health, psychosocial, educational, vocational, daily living or economic problems that may be acute, chronic, episodic, or emergent.
INVENTORY- CONTROLLED ITEMS	Includes, but is not limited to, computers, audio, visual and telecommunications items having a base unit cost of more than \$500.

JOB SPECIFICATION	A document describing standard (generic) educational and experience requirements for appointment to a specific position. Sometimes referred to as a classification specification
MANAGEMENT INFORMATION SYSTEM (MIS)	A computer program designed to collect client data and produce reports (e.g. currently Lodestar).
MEDI-CAL BENEFICIARY	Individuals who have applied for and been granted Medi-Cal benefits
MEDI-CAL ELIGIBLE	An individual who meets the requirements/criteria to receive Medi-Cal benefits.
MEMORANDUM OF UNDERSTANDING (MOU)	A written agreement used among programs within a single agency that defines roles and responsibilities of participating programs.
MONTHS OF SERVICE (MOS)	The equivalent of the number of Client slots times 12 months. (Refer to the glossary for Client Slots).
NETWORKING	Agencies and/or individuals working collaboratively to identify service gaps, develop needed services and assure access to care. Refer to Standard III in the AFLP/ASPPP Standards.
NON-ENHANCED FUNDING	Federal Title 19 reimbursement of eligible approved costs at the ratio of 50 percent federal dollars to 50 percent State or Agency dollars.
OUTREACH	The process of informing potential clients, individuals, agencies and service providers about AFLP/ASPPP eligibility requirements, program services and referral procedures.
PROGRAM CONSULTANT	MCH staff person assigned to an agency who provides skilled expertise in the areas of program standards, SOW, personnel, program policy development, quality assurance and contract oversight.
PROGRAM DIRECTOR	The individual appointed by the agency, and approved by the MCH Branch, who has direct over-site and responsibility for the provision of AFLP/ASPPP services in that agency. This definition includes individuals with titles such as project or program coordinator or manager.

SCOPE OF WORK	The exhibit in the contract, which defines the program goal(s), measurable objective(s), implementation activities, time line, and methods(s) of evaluating the process and/or outcome of objective(s).
SERVICE NETWORK	A collaboration of agencies, programs, and individuals providing services to clients.
SIBLING	A brother or sister of a pregnant and/or parenting adolescent (enrolled in AFLP or Cal-Learn) who has at least one common caregiver.
SITE VISIT	A visit by the Program Consultant and/or Contract Manager to an AFLP/ASPPP provider for an identified purpose.
STANDARDS IMPLEMENTATION DOCUMENT	An agency document that describes the administrative and programmatic processes that provide the foundation for the implementation of all aspects of the program. It must address the process by which a client enters the AFLP/ASPPP system, receives services, and exits the program. It includes the who, what, when, and where of case management services.
SUBCONTRACT	A written agreement between the Agency and a subcontractor specifically related to securing or fulfilling the Agency's obligation to the MCH Branch under the terms of the MCH Agreement.
SUBCONTRACTOR	An entity that has entered into a subcontract with the Agency specifically related to securing or fulfilling the Agency's obligation to complete the SOW under the terms of the MCH Agreement.
SUBSTANCE ABUSE	Excessive use of a drug, legal and/or illegal.
SUBSTANCE USE	Use of a drug, legal and /or illegal that is not medically prescribed.
TITLE V FUNDS	Federal MCH Block Grant funds authorized under Title V of the federal Social Security Act for the purposes of improving the health of women, infants, and children including children with special health care needs. Title V funds cannot be used for the purposes of Federal Financial Participation.
TITLE 19 FUNDS	Federal Medicaid money obtained under Title 19 of the federal code by means of State and/or local revenue. Funding can be matched for costs of activities related to eligible and potentially eligible Medi-Cal women and children.
WAITING LIST	An organized log of prioritized clients waiting for entry into AFLP/ASPPP.

## WORKS

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